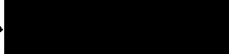


11 October 1960


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MEMORANDUM FOR: ORR - 

SUBJECT: Inter-Agency Committees Chaired by CIA Representatives

1. The attached cards contain pertinent information on inter-agency committees, sub-committees and working groups supposedly chaired by a CIA Representative.

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2.  Secretary to the Cabinet and the White House Committee Management Officer, has again requested that we review these cards to determine the accuracy and completeness of the information on them. Therefore, will you please review these to me?

a. If the date under "Times of Reference" is given fully and accurately enough. If not then please prepare a new card in duplicate (return the old card with the new one).

b. If there are any other changes (additions, deletions, etc.) which should be made on the card to make it correct, please prepare a new card.

c. If the committee has been terminated so indicate on the card.

d. If any new inter-departmental committees, sub-committees or working groups chaired by a member of your office have been established since April 1959 please fill out a new pair of cards for each, giving the date indication on the other cards.

e. Please indicate in the lower right corner on the back of the card the approximate number of meetings the group has had from 1 November 1959 to 1 November 1960.

f. Should any of these cards refer to committees not chaired by a member of your office just return them to us with that notation. Please indicate on a 3x5 slip attached to each card the name of the individual in your organization who chairs the committee.

g. I shall appreciate your returning these cards to us no later than 16 November 1960.

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encls.

~~SECRET~~  
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